City of Milpitas
Building Inspection Division

455 E. Calaveras Blvd., Milpitas, CA 95035
Telephone: 408-586-3240 • Fax: 408-586-3285

Site Improvements
Submittal Requirements

Project Address: _____   **Date:** _____

Site Improvements include the installation of utility systems, parking lots, curbs and gutter, lighting, landscaping, site electrical, site structures, and other non-building improvements on a site. In order to process and expedite your request for a Building Permit, please submit the applicable items listed below and include this Checklist in your submittal.

❑ **6 Complete sets of drawings to include:**

    ❑ **Site Plan.** Show the property lines, easements, all existing and proposed structures, paving, accessibility requirements, dimension for setbacks, adjacent streets with improvements, on site fire hydrants, and other non-building structures.

    ❑ **Civil Plans.** Include all improvements required on public right-of-way (curb, gutter, sidewalks, driveways, utilities, etc.). The civil plans shall also include accessibility requirements (Title-24). Note: The civil drawings may include the information for site plan.

    ❑ **Utility Plans.**

    ❑ **Landscape and Irrigation Plans.** Note: the plans must include Ordinance 238 and 240 measures if applicable.

    ❑ **Site Electrical Plans.**

❑ **Documentation**

    ❑ **Landscape Documentation Package** (Ordinance 238 and 240); 2 copies

    ❑ **Specs and Details** for all non-city standard facilities (curbs stops, corp stops, manhole retaining rings, pipe type, catch basins, etc.); 2 sets.

    ❑ **Landscaping and Irrigation Plans;** 2 extra sets for public works section.

Notes:

1. All drawings and calculations must be signed by design professionals as required by the California Business & Professions Code.

2. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.

3. Building permits may only be issued to Building Owner or a Licensed Contractor. Proof of insurance is required prior to permit issuance.

Signature:

I have read the above information and have submitted all the required information.

Print Name: _____   Telephone Number: _____

Signature: _____   Date: _____